

November 24, 1980

LITERATURE RETRIEVAL DIVISION
THE COUNCIL FOR TOBACCO RESEARCH - U.S.A., INC.

1980 Operating Expenses and Budget for 1981

	<u>1980 BUDGET</u>	<u>1980 ACTUAL UNAUDITED</u>	<u>1981 BUDGET</u>
<u>PAYROLL EXPENSES</u>			
Salaries (See Exhibit A)	\$1,273,855	\$1,102,138	\$1,373,941 (1)
Payroll Taxes	95,849	93,786	111,969 (2)
Group Health & Life Insurance	85,232	83,449	112,031
Pension	99,860	80,743	125,439 (3)
Sub-Total	<u>\$1,554,796</u>	<u>\$1,360,116</u>	<u>\$1,723,380</u>
<u>RENTAL EXPENSES</u>			
Office Space & Escalation	\$ 191,931	\$ 181,675	\$ 195,750
Real Estate Tax	1,000	2,102	2,600
Safe Deposit Boxes	600	399	600
Photoreduction Equipment	1,700	1,490	1,700
Xerographic Copiers	23,100	23,164	29,000
Data Entry Equipment	10,010	10,695	12,500
Telecopy Equipment	1,800	1,533	1,800
Postage Meter	170	168	183
Miscellaneous Rental Expenses	6,850	6,450	7,500
Sub-Total	<u>\$ 237,161</u>	<u>\$ 227,676</u>	<u>\$ 251,633</u>
<u>MISCELLANEOUS EXPENSES</u>			
EDP Service Bureau	\$ 100,000	\$ 131,167	\$ 120,000
Bibliographic Search Services	16,600	14,303	22,500 (4)
Office Temporaries	8,000	10,236	10,000
Recruiting Costs	45,000	43,248	33,400
Telephone	26,000	22,092	26,000
TWX Machine	1,700	1,392	-0-
Postage	5,800	4,203	18,500 (5)
Messenger Service & Shipping	9,000	10,945	12,000
Translations	26,000	37,150 (6)	40,000 (7)
Management Expense	17,000	22,795	23,000
Insurance	3,500	438	2,500
Memberships & Dues	1,000	800	1,500
Equipment Maintenance	5,000	4,185	5,000
Cleaning & Porter Service	3,500	2,956	4,000
Special Training Expense	7,500	12,294	19,000 (8)
Miscellaneous Minor Expenses	4,000	6,954	6,500
Sub-Total	<u>\$ 279,600</u>	<u>\$ 325,158</u>	<u>\$ 343,900</u>

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1980 Operating Expenses and Budget for 1981

	<u>1980 BUDGET</u>	<u>1980 ACTUAL UNAUDITED</u>	<u>1981 BUDGET</u>
<u>LIBRARY EXPENSES</u>			
Journal Subscriptions	\$ 42,000	\$ 40,611	\$ 51,000
Reference Books	10,000	12,557	12,000
Honorarium	250	125	500
Offsite Xerography	23,200	4,976	6,000
Journal Bindery Expense	2,000	1,245	1,200
Sub-Total	<u>\$ 77,450</u>	<u>\$ 59,514</u>	<u>\$ 70,700</u>
<u>STATIONERY AND SUPPLIES</u>			
Library Supplies	\$ 2,000	\$ 1,976	\$ 2,500
Office Supplies	20,000	31,089 (9)	30,000
EDP Supplies	7,500	5,954	7,500
Copier Supplies	7,500	11,244	12,000
Camera Supplies	5,000	3,743	20,000 (10)
Aperture Cards	4,800	2,751	14,000 (11)
Sub-Total	<u>\$ 46,800</u>	<u>\$ 56,757</u>	<u>\$ 86,000</u>
<u>OUTSIDE SERVICES</u>			
Accounting Services	\$ 6,000	\$ 6,500	\$ 6,000
Auditing Services	3,000	5,000	7,500
Legal & Actuary Services	10,000	8,811	10,000
Consultants	5,000	5,728	12,000
Bank Charges	2,800	3,392	3,500
Sub-Total	<u>\$ 26,800</u>	<u>\$ 29,431</u>	<u>\$ 39,000</u>
<u>FURNITURE AND FIXTURES</u>			
Miscellaneous Furniture	\$ 7,500	\$ 2,554	\$ 7,500
Miscellaneous Equipment	7,500	24,245 (12)	52,500 (13)
Leasehold Improvements	3,000	7,452	15,000 (14)
Sub-Total	<u>\$ 18,000</u>	<u>\$ 34,251</u>	<u>\$ 75,000</u>
TOTAL	<u>\$2,240,607</u>	<u>\$2,092,903</u>	<u>\$2,589,613</u>
<u>OTHER EXPENSES</u>			
Research & Development	\$ 100,000	\$ -0- (15)	\$ 120,000 (16)
Contingency	230,000	-0- (17)	125,000
System Conversion	-0-	-0-	293,000 (18)
Sub-Total	<u>\$ 330,000</u>	<u>\$ -0-</u>	<u>\$ 538,000</u>
GRAND TOTAL	<u>\$2,570,607</u>	<u>\$2,092,903</u>	<u>\$3,127,613</u>

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